

**Human Resources Department
1000 North First Street, Suite 10A
Albemarle, NC 28001
704-986-3605/3606**

JOB ANNOUNCEMENT

POSITION: Personal Property Supervisor

LOCATION OF POSITION: Stanly County Tax Administration
201 South Second Street
Albemarle, NC 28001

SALARY RANGE: \$30,921 or DOE

HOURS: 37.5 hours per week

SPECIFICATION: Stanly County Tax Administration is recruiting for a Personal Property Supervisor. This position provides oversight of personal and business personal property tax listing and appraisal. Performs advanced administrative functions, including billing, administration of property tax relief programs, assists the public regarding departmental operations and inquiries on programs

DESIRABLE EDUCATION AND EXPERIENCE: Minimum requirements:
Associate degree supplemented by experience in administrative work or general knowledge of tax office procedures and related functions.

SPECIAL REQUIREMENTS: Must obtain Personal Property Appraiser certification from the NC Department of Revenue within 2 years.

RECRUITMENT PERIOD: August 5, 2013 through 5:00 pm August 12, 2013.

APPLICATION PROCESS: All other applicants must apply at the Employment Security Commission, 2215 US Hwy 52 North, Albemarle, NC (704)982-2183

Stanly County is an Equal Opportunity Employer